

City of Chattanooga, TN
Personnel Class Specification

Class code 0083

FLSA: Exempt

CLASSIFICATION TITLE: PAYROLL SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise the staff and operations of the payroll division in order to ensure efficient and effective processing of the City's payroll.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Supervises the payroll division and operations; establishes and implements procedures as necessary to ensure efficient processing of the City's payroll; establishes short and long range goals for division and monitors progress towards those goals; plans payroll processing schedule and develops six-month calendar; reports status of payroll operations and payroll issues to immediate supervisor; formulates recovery procedures when warranted.

Supervises weekly/bi-weekly payroll and direct deposit payroll processing; supervises and participates in data entry and verification, changes in employee status, payroll runs, and generation of required reports; supervises data flow of payroll change forms; coordinates monthly/yearly balancing with accounting and assists with out-of-balance problems; reviews monthly payroll reports and submits to appropriate individuals.

Provides information, assistance, and/or training to employees and staff; provides technical/procedural assistance to staff; trains staff regarding payroll policies/procedures; answers employee/staff questions during payroll editing and check processing.

Creates, directs and tests various procedures to improve processing of raises, retroactive pay, bonuses, and other changes in salary; ensures that all procedures are properly followed and that staff understand them; researches inquiries from staff regarding policies; updates and/or changes policies as necessary.

Oversees the operation of the computerized payroll accounting system; evaluates system utilization, response time, and software capabilities and needs; works with information services to design, develop, test, and implement system upgrades and/or enhancements; trains users in operation of system; reports problem situations.

Works with information services to resolve computer problems; approves programs and reports from information services; provides written explanations of rejections or changes; evaluates work submitted; discusses and provides input into security access of payroll systems.

Reviews procedures utilized by other departments; works effectively with management to improve existing policies; makes suggestions for changes and/or improvements; implements changes when necessary.

Assists internal and external auditors during audit process; provides documents, reports, and other payroll-related credentials upon request; answers questions regarding information and/or procedures as required; implements procedural changes recommended by auditors.

Coordinates employee pension issues with personnel and fire and police pension office; cooperates with pension office regarding pension contributions, court ordered settlements, retroactive pay, training reimbursements, and other related issues.

Works with benefits personnel regarding risk management policies, benefits procedures, changes in employee status, court orders, and other related areas; supervises data entry of medical, dental, and life insurance deductions from employee payroll checks; supervises monthly savings bond system.

Directs court-ordered garnishments, IRS levies, government loan processing and other related areas; answers inquiries from employees, attorneys, and vendors on court order status; approves and signs release compliance letters; informs attorneys and management of perceived problems.

Coordinates actions involving check stop payments, voided checks, manual retyping of checks, aborted/missing check numbers, check replacement, old check inquiries, and old W-2 form inquiries.

Prepares various weekly, monthly, quarterly, and annual reports as required by management in all departments; reviews reports for accuracy and completeness; answers questions and inquiries regarding information; presents oral and/or written summaries as requested.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in accounting, finance, business administration or related area; supplemented by one (1) year previous experience and/or training involving payroll, accounting, or related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.